



**CareerBuilder.com Dallas Career Fair**  
Sponsored by Dallas/Fort Worth's WB (KDAF-TV),  
FedEx Kinko's Office and Print Services, and Dillard's

Dear Exhibitor,

The CareerBuilder.com Dallas Career Fair will be held Tuesday, May 25th at the Dallas Market Center! Melissa Kauck will be your contact regarding all Career Fair coordination. Please do not hesitate to call or write Melissa with any questions or concerns prior to the Career Fair.

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Career Fair Marketing Coordinator  
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Thank you for your participation! We look forward to seeing you on May 25th!

- CareerBuilder.com

## **Important Show Information**

**Exhibitor Set Up:**

Tuesday, May 25th, 8:00a.m. to 10:00a.m.

Please Note: Your booth must be ready to welcome candidates by 10:00a.m.

**Fair Hours:**

Tuesday, May 25th, 10:00a.m. - 5:00p.m. Lunch will be served for all exhibitors.

8am - 5pm: Coffee, water, and fruit will be available in exhibitor's lounge.

12pm - 3pm: Lunch will be served in exhibitor's lounge.



**Fair Location:**

The Career Fair will take place at the Dallas Market Center...

Dallas Market Center  
Market Hall  
2200 Stemmons Freeway  
Dallas, TX 75207  
214-879-8330

## **Directions to Market Hall**

**From Downtown:** Take 35E North to the Market Center Blvd exit. Exit at Market Center Blvd. Stay on the service road approximately half a mile. Dallas Market Hall will be on your right.

**From the Tollway:** Take the Dallas North Tollway South to the end. Once through the toll plaza, exit immediately on Wycliff. Follow Wycliff until it dead ends into Harry Hines Blvd. Take a right on Harry Hines and stay in the left lane. At the next light, take a left onto Market Center Blvd. Dallas Market Hall will be the closest building on your right.

**From Fort Worth:** Take IH30 East through Arlington, Grand Prairie, and into Dallas. Once you see the downtown skyline, get into the left lane and prepare to exit on 35E North (Stemmons Freeway). Once on Stemmons, proceed to Market Center Blvd. Exit Market Center Blvd. Stay on the service road and proceed through the light across Market Center Blvd. Dallas Market Hall is immediately on your right.

**From Irving:** Take 183 East or 114 East to the merge with 35E South at Texas Stadium. Once on 35E South, go approximately 7 miles to Market Center Blvd. Exit Market Center Blvd. Take a left. Go under the bridge and take another immediate left to stay on the service road. Dallas Market Hall is directly on your right."



### **Booth Information:**

Silver and Gold exhibitors will be provided a 10' x 10' booth; Platinum customers, Corporate and Presenting Sponsors will receive a double booth space. Booths will be located in the appropriate industry pavilion (i.e. Professional, Healthcare, Sales/Professional, etc).

Each booth will be equipped with the following:

- 8' high Back wall
- 3' high Side rail
- One (1) – 6' x 30" high Draped Table
- Two (2) – Chairs
- One (1) – Wastebasket
- One (1) – 7" x 44" One Line, black text lettering, ID Sign

The Dallas Market Hall is not carpeted. If you'd like to order carpet, see the Ancillary Services paragraph below. You are welcome to display a pop-up booth or other fixtures in your booth space. If you need to ship equipment, please note the shipping conditions in the Shipping Services paragraph below.

### **Booth Numbers**

<u>Company</u>	<u>Booth # Assignment</u>
LifeCare Hospitals of North Texas - Dallas/Plano	1
Outreach Health Services	2
Parkland Memorial Hospitals	3
UT Southwestern Health Systems	4
HealthSouth	5
AFLAC - Plano, TX	6
DebtXS	7
EMC Mortgage Corporation	8
FedEx Kinko's Office and Print Services	9
FedEx Kinko's Office and Print Services	10
Brink's Home Security	11
University of Phoenix	12
U.S. Peace Corps	13
McKessen	14
McKessen's Private Interview Booth	15
Mary Kay	16
Home Interiors & Gifts, Inc.	17
Bernard Haldane Associates	18
Dallas/Fort Worth's WB (KDAF-TV)	19
Dallas/Fort Worth's WB (KDAF-TV)	20
Conn's	21
Randstad	22
Colonial Supplemental Insurance	23
Nationwide Recovery Systems	24
FedEx Kinko's Office and Print Services	25
Radio Shack	26
CyberWize	27



7-Eleven, Inc.	28
Dillard's, Inc.	29
Dillard's, Inc.	30

**Shipping Services:**

The Dallas Market Center can only accept shipments on:

Monday, May 24<sup>th</sup>, between 12pm-5pm

Tuesday, May 25<sup>th</sup>, between 8am-10am

Shipping Address:

CareerBuilder.com Career Fair

Dallas Market Hall, Freeway Hall, Booth # (insert your number here)

2200 Stemmons Freeway

Dallas, TX 75207

Tel: 214-879-8330

**Ancillary Services:**

CareerBuilder.com has contracted with Spirit Exposition Services as our general services contractor for this event. If you would like to rent additional furniture, carpet, graphics or signage, please contact please contact them directly:

Spirit Exposition Services

George Smith

George@spiritexpo.net

Tel 281-399-2808

Cell 281-460-4177

Fax 281-399-8625

**Electricity:**

Electricity will **not** be provided in the booths, however electrical services can be acquired from the Harper Wood Electric Co. for an additional fee. If electricity is required, please fill out the attached form and call:

Harper Wood Electric Co.

Mr. Bobby McCord

Tel: 214-421-5207

Please have your booth number (listed above); you'll need this when ordering electricity.

**Recommended Marketing Materials:**

We recommend having brochures or handouts available, but remember that your booth will be the stage on which you will communicate with job seekers, who will be most interested in speaking with you about your organization and its available career opportunities.

Suggested Items to Bring:

- Company brochures and/or handouts regarding career opportunities.
- Business cards.
- Nametags. (We will gladly provide blank nametags but suggest you bring company-branded identification.)
- Sign(s) that lists the types of jobs available (sales, nursing, developers, etc).